

Office of the Governor
INTERN APPLICATION

1. All applicants must submit a completed application packet which includes:
 - Intern Program Application
 - Current Resume
 - Personal Statement
 - Three Letters of Recommendation
2. Please complete the intern application form using word-processing software.
3. The application packet may be submitted by U.S. postal mail or fax.
 - Submission deadlines:
 - Fall Term – August 1st
 - Spring Term- Dec 1st
 - Summer Term- May 1st
 - Applications may be faxed to: (501) 682-3597
 - All applications must be complete and delivered in one packet
 - Applications may be mailed to:

Gubernatorial Intern Program
ATTN: Harriet Phillips
Office of Governor Mike Beebe
Arkansas State Capitol, Suite 250
Little Rock, Arkansas 72201

4. Incomplete applications will not be considered. Please review your items thoroughly prior to the submission.

AVAILABILITY:

Are you available to work at least 20 in-office hours a week?

Please indicate your time availability:

Monday:

Tuesday:

Wednesday:

Thursday:

Friday:

Are you available to work full-time?

PERSONAL DATA:

Full Name:

Date of Birth:

Resident of Arkansas? (Yes/No):

E-mail Address:

Phone Number(s) Where You Can Easily Be Reached:

College Residence Address:

Permanent Address:

EDUCATION INFORMATION:

Current College or University (Name, City, State):

Expected Graduation Date:

Major Field of Study:

Minor Field of Study (if applicable):

If you would like to receive academic credit for your internship, please send the appropriate materials from your college or university with your resume and statement.

BACKGROUND INFORMATION:

Have you served as a gubernatorial intern before?

List ALL prior intern positions held, if applicable.

How did you hear about the Arkansas Gubernatorial Internship Program?

ESSAY AND NARRATIVE RESPONSES:

Why would you be a good representative of the Arkansas Governor's Office?

What would you contribute to the Intern Program?

Which of the Governor's policies is most important to you? Why?

What do you consider your most significant accomplishment? Why?

Please attach a separate 250-300-word statement explaining why you would like to be an intern.

AREAS OF INTEREST:

Please list, in order of preference, the four offices in the administration that most interest you. *Every effort is made to accommodate preferences; however, you may be considered by any department in the Governor's Office.* (You may choose your preferences from any of the following departments: Boards and Commissions, Communications, Constituent Services, Clemency and Corrections, Legal, Policy, Agency and Legislative Affairs, Scheduling.)

- 1:
- 2:
- 3:
- 4:

CERTIFICATION:

My statements on this form and any attachments are true, complete, and correct to the best of my knowledge and belief. I understand that falsification of any of my answers will lead to the rejection of my application and/or immediate dismissal from the program.

CERTIFICATION THAT MY ANSWERS ARE TRUE (Yes/No):

Signature _____ Date _____

REFERENCES (Please include name, mailing address, phone number, fax, and e-mail address)

- 1.
- 2.
- 3.